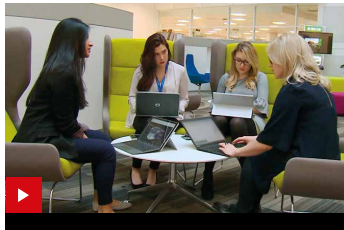


## UNIT 1 ➤ Career choices

## Lesson 1.1 Transferable skills

## VIDEO A Match the words in the box with their definitions.



movement performance person skills skillset tasks teams teamworking

- 1 how well or badly you do on a particular job or activity
- 2 abilities, especially ones you have learned and practised
- 3 pieces of work that must be done
- 4 groups of people
- 5 a change in the place or position of something or someone
- 6 a human being, especially considered as someone with their own particular character
- 7 a range of abilities that a person has developed
- 8 the ability of a group of people to work together

## B 1.1.1 Complete the extracts from the video using the words in the box in Exercise A.

- 1 What employers want are skills that can be applied to a range of \_\_\_\_\_ and roles.
- 2 A large part of the academic experience is based around individual \_\_\_\_\_.
- 3 One thing that many recruiters put at the top of their list is the ability to work in \_\_\_\_\_.
- 4 Employers value \_\_\_\_\_ skills very highly indeed.
- 5 Twenty-first-century careers involve a lot of \_\_\_\_\_ not just between jobs, but also between industries and countries.
- 6 It's no good if your \_\_\_\_\_ locks you into one industry or even into one company.
- 7 Employers are not just hiring a package of skills, they are hiring a \_\_\_\_\_.
- 8 Employers are going to look at them not necessarily for the \_\_\_\_\_ that they may have, but for the passion that they may express.

## Vocabulary C Complete the sentences to check your vocabulary from this lesson. The first letters are given.

- 1 A pilot needs to be f\_\_\_\_\_ because the work schedule is different every week.
- 2 You need c\_\_\_\_\_ t\_\_\_\_\_ skills to analyse information carefully.
- 3 For any job where you deal with people, you need good c\_\_\_\_\_ skills.
- 4 A writer needs to be i\_\_\_\_\_ and happy to work alone a lot of the time.
- 5 If you need to give presentations to large groups, it helps to have a lot of c\_\_\_\_\_.
- 6 When your work takes you to a lot of different countries, you need to be a \_\_\_\_\_ and have an open mind.
- 7 D\_\_\_\_\_ is an important quality for anyone who works in the emergency services, because you have to be there every time there's a problem.
- 8 When you're p\_\_\_\_\_ about your work, the people around you can see how much you care.
- 9 Anyone working with money – for example in a bank – needs to show i\_\_\_\_\_.
- 10 Students at university need to think c\_\_\_\_\_ when they do research and write papers.
- 11 Salespeople often s\_\_\_\_\_ g\_\_\_\_\_ for the week or month.
- 12 A person with a c\_\_\_\_\_ a\_\_\_\_\_ is confident that they can finish the job.



## UNIT 1 > Career choices

### Lesson 1.2 Careers advice

**Listening A**  1.01 Complete the extracts from the programme with the words and phrases in the box. Then listen again and check your answers.

deal with graduate interview issues profile solving stand out website

- 1 I'm a recent \_\_\_\_\_ - I have a good degree.
- 2 The problem is, I'm finding it hard to get a job \_\_\_\_\_.
- 3 I'm using social media - a professional networking \_\_\_\_\_.
- 4 How can I make myself \_\_\_\_\_ from the crowd on social media?
- 5 So you really should put that on your social media \_\_\_\_\_.
- 6 Did you say you're good at problem \_\_\_\_\_?
- 7 A few times, I've had serious \_\_\_\_\_ with weather or broken equipment, and I've had to figure out what to do.
- 8 Explain your love of the outdoors and how you \_\_\_\_\_ the challenges in your hiking and camping.

**Grammar B** Put the words in the correct order to complete the advice and suggestions.

- 1 try / don't / connections / more / Why / you / making / online / ?
- 2 about / contacts / How / sending / a / to / message / one / your / of / ?
- 3 shouldn't / too / You / update / status / often / your / .
- 4 some / Why / post / about / information / your / studies / not / English / ?
- 5 ability / some / about / What / adding / details / your / about / artistic / ?
- 6 could / You / asking / online / your / connections / try / advice / for / .
- 7 Why / you / don't / MBA / doing / consider / an / ?
- 8 should / You / in / keep / your / with / colleagues / university / touch / .

## UNIT 1 > Career choices

### Lesson 1.3 Communication skills: Building rapport

#### Functional language

**A** Use the categories in the box to complete the gaps in the table (1–5).

Duration	Likes	Location	Purpose	Timing
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1 _____	the Lake District in the UK
2 _____	a present for my mother's birthday
3 _____	2 weeks ago
4 _____	for a long weekend
5 _____	the friendly people, the scenery

**B** Complete the conversation with the questions in the box.

What did you like about it?  
 How long did you stay?  
 Have you ever been there?  
 So why did you go to Berlin?  
 What were you doing there?  
 Did you stay long?  
 What did you and your partner do while you were there?

**A:** I heard you went to Berlin last year.

**B:** That's right. <sup>1</sup> \_\_\_\_\_ ?

**A:** Yes, just once. <sup>2</sup> \_\_\_\_\_ ?

**B:** Only a few days.

**A:** <sup>3</sup> \_\_\_\_\_ ?

**B:** I was attending the 2016 Technology trade fair.

**A:** Oh, really? I visited that fair a few years ago when it was in Copenhagen.

**B:** Ah, I love Copenhagen.

**A:** Oh, you've been there too? <sup>4</sup> \_\_\_\_\_ ?

**B:** My partner and I were visiting friends a few months ago.

**A:** Wonderful, isn't it? <sup>5</sup> \_\_\_\_\_ ?

**B:** No. About a week, I think. What about you?

**A:** Well, after the trade fair I decided to spend a day visiting the city. I loved it.

**B:** <sup>6</sup> \_\_\_\_\_ ?

**A:** The atmosphere, I think. It was very welcoming.

**B:** I agree.

**A:** So, you were there for a week. <sup>7</sup> \_\_\_\_\_ ?

**B:** We hired bikes and toured the city. We even went into Christiania.

**A:** Oh, right, I've heard of Christiania. It's a kind of free neighbourhood, isn't it?


**B:** That's right. The people who live there have an alternative lifestyle. It's very interesting.

**A:** OK. Maybe next time.

## UNIT 1 &gt; Career choices

## Lesson 1.4 Business skills: Networking

## Functional language

**A**  1.04 Listen again and complete the statements about the careers event that Ben attended.

- 1 Ben is the \_\_\_\_\_ Manager.
- 2 Jamie studied \_\_\_\_\_ with a specialism in \_\_\_\_\_ at \_\_\_\_\_ University.
- 3 During his internship Jamie helped develop a marketing plan to \_\_\_\_\_ UK \_\_\_\_\_ for a village in Spain.
- 4 Jamie gave Ben his \_\_\_\_\_.
- 5 Jamie asked Ben to put him in touch with the person in \_\_\_\_\_ of \_\_\_\_\_ projects.

**B** Ella is chatting with another recruiter at the careers event, Marek. Complete their conversation with expressions from the box.

Yes, definitely  
do you have a few minutes to talk about  
Uh-huh  
I really appreciate your time  
Oh, really  
very nice to have met you  
That sounds very interesting  
Could you put me in contact with

- Ella:** Excuse me, <sup>1</sup> \_\_\_\_\_ your company? I'm a graduate in marketing.
- Marek:** Yes, of course. We're a small, family-run business specialising in eco-tourism.
- Ella:** <sup>2</sup> \_\_\_\_\_.
- Marek:** Yes, we are currently trying to expand our market into South-East Asia.
- Ella:** <sup>3</sup> \_\_\_\_\_.
- Marek:** We're not a big team and we're looking for new graduates to help market this side of the project.
- Ella:** <sup>4</sup> \_\_\_\_\_?
- Marek:** Is that something that would interest you?
- Ella:** <sup>5</sup> \_\_\_\_\_.
- Marek:** OK. Let me give you some brochures and I would suggest you take a look at our website for more information about our current projects in the region.
- Ella:** <sup>6</sup> \_\_\_\_\_ the person responsible for the marketing department?
- Marek:** Yes, of course. Do you have a business card?
- Ella:** No, but maybe I can give you my CV instead. My email address is just here at the top.
- Marek:** Thanks, Ella. I'm Marek. Nice to meet you.
- Ella:** Thank you, Marek. I look forward to hearing from you, <sup>7</sup> \_\_\_\_\_.
- Thanks and <sup>8</sup> \_\_\_\_\_.

**UNIT 1** ➤ **Career choices****Lesson 1.5** **Writing: Emails – Introducing yourself****Functional language****A** Complete the email with one word in each gap.

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<sup>1</sup> \_\_\_\_\_ colleagues,

I <sup>2</sup> \_\_\_\_\_ like to introduce <sup>3</sup> \_\_\_\_\_ to you all. My name is Aisling Sparkes and I have just been <sup>4</sup> \_\_\_\_\_ as your new manager.

<sup>5</sup> \_\_\_\_\_ I joined your company, I was working <sup>6</sup> \_\_\_\_\_ a manager for a retail store and now I am very excited to be working for a company which is planning to expand into new markets. Please feel <sup>7</sup> \_\_\_\_\_ to contact me at any time if you have <sup>8</sup> \_\_\_\_\_ questions.

I look forward to <sup>9</sup> \_\_\_\_\_ you all soon.

Kind <sup>10</sup> \_\_\_\_\_ ,

Jonathan Kerry